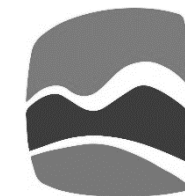


Hanley Fire Risk Assessment

Bridge School Malvern Site: Hanley

Last reviewed: September 2021 **Reviewed by:** Sue Hornby **Date of next review:** February 2022



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Smoking and smoking paraphernalia	Pupils, staff, visitors or contractors at risk injury from fire	<ul style="list-style-type: none"> No smoking permitted on site Lighters and matches must be left safely in the office Pupils advised on no smoking policy at induction and reminded in the event of any infringement 	<ul style="list-style-type: none"> Display no smoking signs at various points around the site 	<ul style="list-style-type: none"> All staff to enforce rules 	<ul style="list-style-type: none"> Pupils informed at induction Rules to be enforce at all times 	
Electrical equipment in workshops	Pupils, staff, visitors or contractors at risk injury from fire	<ul style="list-style-type: none"> Electrical equipment PAT tested annually All equipment is visually inspected prior to use Any faulty or damage equipment 		<ul style="list-style-type: none"> Staff member supervising activity 	<ul style="list-style-type: none"> Each session Annual PAT testing 	

		<p>removed from use immediately</p> <ul style="list-style-type: none"> • All machinery serviced regularly • All equipment to be used in line with manufacturers instructions 				
Electrical equipment in catering areas	Pupils, staff, visitors or contractors at risk injury from fire	<ul style="list-style-type: none"> • Electrical equipment PAT tested annually • All equipment is visually inspected prior to use • Any faulty or damage equipment removed from use immediately • All equipment to be used in line with manufacturers instructions • Hobs to be switched off at mains point when not in use • Fire blankets accessible next to hobs 		<ul style="list-style-type: none"> • Staff member supervising activity 	<ul style="list-style-type: none"> • Each session • Annual PAT testing 	
Electrical equipment in offices	Pupils, staff, visitors or contractors at risk injury from fire	<ul style="list-style-type: none"> • Electrical equipment PAT tested annually 		<ul style="list-style-type: none"> • All staff using office spaces 	<ul style="list-style-type: none"> • Each time electrical equipment is used 	

		<ul style="list-style-type: none"> • All equipment is visually inspected prior to use • Any faulty or damage equipment removed from use immediately • All equipment to be used in line with manufacturers instructions 			<ul style="list-style-type: none"> • Annual PAT testing 	
Flammable bedding materials for animals	Pupils, staff, visitors, contractors or animals at risk injury from fire	<ul style="list-style-type: none"> • Straw and hay to be kept outdoors in metal cages where possible • Any straw or hay stored indoors must be kept within storage bins • No sources of ignition to be kept close to bedding materials 		<ul style="list-style-type: none"> • Animal Care Tutor 	<ul style="list-style-type: none"> • Each session 	
Flammable substances used in site maintenance	Pupils, staff, visitors or contractors at risk injury from fire	<ul style="list-style-type: none"> • All flammable sources must be kept in locked metal cabinet • All data sheets kept in COSHH folder 		<ul style="list-style-type: none"> • Maintenance staff 	<ul style="list-style-type: none"> • Each time flammable substances are accessed 	

		<ul style="list-style-type: none"> • Only staff to have access to flammable substances 				
Diesel storage for agricultural machinery	Pupils, staff, visitors or contractors at risk injury from fire	<ul style="list-style-type: none"> • Diesel or petrol to be stored in yellow metal unit in outdoor tractor unit • No ignition sources to be kept close to diesel or petrol cans • Only staff to access diesel or petrol 		<ul style="list-style-type: none"> • Horticulture and Maintenance staff 	<ul style="list-style-type: none"> • Each time diesel or petrol is accessed 	
Mains electrics	Pupils, staff, visitors or contractors at risk injury from fire	<ul style="list-style-type: none"> • Electrical work only to be carried out by qualified contractors • Any faults to be remedied as soon as possible • Pupils must not access fuse boxes or tip switches 		<ul style="list-style-type: none"> • All staff to ensure pupil safety 	<ul style="list-style-type: none"> • As needed 	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Emergency routes and exits

Emergency exits are out of the nearest set of doors, at either end of the unit or the main reception

The assembly point is signed and is outside the poultry enclosure

Fire detection and warning systems

Fire alarms are linked to the mains electric, and has a battery back-up. This is to be checked on a regular basis and serviced annually and records of checks maintained.

Firefighting equipment

Extinguishers and fire blankets are positioned where staff can access them easily

Extinguishers are checked annually and certificates displayed on health and safety board

Safe storage of dangerous substances

All potentially flammable substances are kept in locked metal containers. Data sheets are kept in the COSHH file for information on flammability and methods of extinguishing.

Emergency fire evacuation plan

The Fire Officer and Deputy Fire Officer carry out and make records of fire drills termly

Under no circumstances should animals be rescued at the risk of human life

Decisions regarding animal evacuation will be made by the Fire Officer only

The Fire Officer and Deputy Fire Officer are to be aware of any visual, physical or audial impairment of young people and ensure appropriate support given. Information on visual, physical or audial impairment can be found on the risk assessment for each pupil.